

Student name: _____ Date: _____

MODULE 37

Complete a job application.

Objectives:

- A. Demonstrate understanding of the parts of a job application by correctly filling out an application for employment.**
- B. Practice filling out the Scholarship Application for the Pennsylvania Cooperative Education Association.**

MODULE 37: INFORMATION SHEET

TO THE STUDENT: First complete the warm-up exercise. Then read and study the information sheet. Finally, complete the job application form and the Scholarship application at the end of this module.

Warm Up:

The next four pages contain the application that Jeff (Bucky) Adams filled out when he was seeking employment. Eight different employers were shown this application. Every one said they would not even consider interviewing Bucky. As you read the application carefully, try to think of some things that you may have done differently.

APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

Date: 4/11/03Name: Bucky Adams Social Security No.: 193-61-2711Present address: 129 North Maple Street, Adamstown, PAYears lived at this address: 1 Telephone No. () 265-5417Previous address: Ohio How long: ----

If hired, what type of transportation will you use to get to work?

My car if I can get it fixed.

DO NOT ANSWER ANY QUESTIONS CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION. A check indicates that the requested information is needed for a bonafide occupational qualification, or other legally permissible reasons.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the following types of discrimination.

How old are you? _____ Date of birth: _____

Sex: M ___ F ___ Height: 5 ft. 8 in. Weight: _____ lbs.Marital Status: (Check One) Single ___ Engaged ___ Separated ___
Divorced ___ Widowed ___

Number of dependents including yourself _____

Are you a U.S. citizen? _____

Position applied for: any available Pay rate expected \$ 10 (about)How did you learn of this opening? a friendWould you work yes Full Time? yes Part Time?

Days and hours if part time: depends on what I have that day

Were you previously employed by us? _____ If yes, when? _____

List any friends or relatives working for us:

What date would you be available to start? TODAY!

List any other skills or qualifications you feel would especially fit you for work with the company: ?

Do you have any physical defects which preclude you from performing certain kinds of work? NO

If yes, describe such defects and specific work limitations: _____

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? NO If yes, describe in full: _____

Person to be notified in case of accident or emergency

Phone number: 236-5417

Name: Shiela London

Relationship: sister/riend

Address: lives with me

RECORD OF EDUCATION

Type of School	Name/Address	Years Attended	Year Left	Year Graduated	Major
Grammar/Grade	<u>Edison/Doylestown</u>	<u>6</u>	<u>63</u>	<u>?</u>	<u>?</u>
High School	<u>C.B. Doylestown</u>	<u>4</u>	<u>69</u>	<u>Yes</u>	<u>?</u>
College					
Post Graduate					
Business/Trade	<u>Upper Bucks Vo-Tech</u>	<u>3</u>	<u>Still going</u>	<u>--</u>	<u>--</u>
Other					

MILITARY SERVICE RECORD

Have you served in the armed forces? ___ Yes X No

If yes, what branch? _____

Dates of duty: From _____ to _____ Rank at discharge _____

List duties including special training and duty station:

REFERENCES

Name/Occupation	Address	Phone Number
1. Shiela London Cosmetologist	Same as mine	Same as mine
2. Bill McElvy Unemployed	Perkasie, PA	269-3117
3. Tim Schwartz	Sellersville, PA	257-1132

PRIOR WORK HISTORY (List in order, last or present employer first)

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving
Dec. to Last week	Delba / Dublin	Phil	Laid off

Describe the work you did.

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving
June to Dec.	Kenny Bupp's Bedminster, PA	Kenny Bupp	Fired!

Describe the work you did.

Various jobs

May we contact the employers listed above? **NO**

Generally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use additional sheets to summarize any additional information necessary to describe your full qualifications.

I need the job and I'd probably be good because I need the money.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.

PLEASE READ CAREFULLY

APPLICANTS CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Bucky Adams

Signature of Applicant

Job Application—the door to employment

A job application is one of the most crucial aspects in obtaining the job you want. It is your ticket to the future. Complete the application properly and to the best of your ability, and you have a chance to land that job. Don't take it seriously, make mistakes and errors, and you'll be job hunting for a long time.

The job application is the first time you have an opportunity to sell yourself to an employer. It is the first way he gets to "meet" you, and what you write and how it's written determines in most instances if you get to the next step—an interview.

Consider this—Ace Hardware has one opening for a warehouse man. Over fifty people answer the ad—the job is a good one, and well paid. Do you think the employer will spend all the time to interview fifty people? No. He will most likely go through the applications and select the five or ten that stand out and interview those people. So what does our employer look for as he narrows the field from fifty to five?

First and foremost—can the application be read? Have you ever tried to read a note or instructions from someone with sloppy handwriting? It is frustrating, annoying, and may even lead you to get misinformation if it's too hard to decipher. If the employer has a number of applications and your application is difficult to read, guess whose application won't be read? That's right—yours! You won't even have a chance to sell yourself because he won't bother reading it. That is exactly the reason that most applications specify "Please Print." And, while you're at it, do yourself a favor and print using a black ink pen. It makes it much easier to read and is preferred to penciled applications by the majority of employers.

As you start to fill out your application, read each question carefully and think about your answer before you start to write. If you write before you think, you may make a mistake. Don't forget, you're using ink so a mistake is not neatly or easily corrected. Sure you can always cross out, but a lot of cross outs look sloppy and may give the impression that you don't think things through or that you are indecisive or sloppy. Even if these impressions are not accurate, they may count against you. The application is the first time the employer "meets" you, and he may not want to take a further chance on you if the application is unimpressive.

As you complete an application, try to give as much information about yourself as possible. This means writing down and detailing as much information about yourself as you can. You are never in a race to see how fast you can complete an application. You are competing to get that job, so take your time and do it right.

If you read a question about where you received your education, by all means complete everything they ask whether it involves, elementary school, junior and senior high school, technical school, etc.

But they ask you so much—how can I remember everything? Make it easy on yourself. Write down all the pertinent information that you might be asked on a separate sheet of paper and carry it with you as you go to fill out the application. Remember, you are not taking a test; you are trying to land a job and you should feel free to take whatever notes and information with you to help you fill out that application.

There are certain questions every application asks for that involve specific and detailed names, dates, and addresses. These usually include where you went to school, past work experiences, and personal references. These are the kinds of things that should be figured out in advance and written on your "help" paper that you take with you. This will make things easier for you!

Another general tip—sometimes there will be questions that you can't answer or that don't apply to you. Leave them blank, right? WRONG! Neatly print N.A. for not applicable, or draw a line through the space. Leaving it blank may cause an employer to think you skipped, ignored, or missed it. If you have difficulty answering a question, you can always write, "Will discuss at the interview."

Now let's follow our way through the parts of a basic job application.

APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

Date: _____

Name: _____ Social Security No.: _____

Present address: _____

Years lived at this address: _____ Telephone No. (____) _____

Previous address: _____ How long: _____

If hired, what type of transportation will you use to get to work? _____

This first section deals mainly with your name and address. It's a good idea to use your proper name rather than a nickname. Or, if you want the nickname in print, for example, Jeffrey "Bucky" Adams. Notice that you are asked for both present and previous addresses. This is mainly for people who have just moved. Why? Well, the employer may want to check out references. He may want to see if you have a stable home environment. These are things that could influence whether you are hired or not. The transportation question is asked to check upon your potential attendance dependability. Make sure you have this answer in your mind when you go. If you can't remember your social security number, write it on a paper to carry with you. DON'T ever make up a number—it's not only stupid, it is illegal.

How old are you? _____ Date of birth: _____

Sex: M ___ F ___ Height: ___ ft. ___ in. Weight: _____ lbs.

Marital Status: (Check One) Single ___ Engaged ___ Separated ___
Divorced ___ Widowed ___

Number of dependents including yourself _____

Are you a U.S. citizen? _____

Read the directions carefully before you answer questions such as the ones above. Some of this type are illegal and may only be asked if there is a substantial back-up reason for them.

Position applied for: _____ Pay rate expected \$ _____

How did you learn of this opening? _____

Would you work _____ Full Time? _____ Part Time?

Days and hours if part time: _____

Were you previously employed by us? _____ If yes, when? _____

List any friends or relatives working for us:

What date would you be available to start? _____

List any other skills or qualifications you feel would especially fit you for work with the company: _____

Always apply for a specific job when you come to the above section. That means you may have to find out a little bit about the company and where the hiring opportunities lie. This can also help at your interview. Don't write down a rate of pay unless you currently have a job and would only leave for more money. Write "open" or "negotiable" or "prevailing wage." Be as complete as possible. Really think about what experiences might look good. Something insignificant to you may mean the difference between getting a job or not. If two applications are about equal, and one lists no additional skills or qualifications, but the other lists volunteer work at church with maintenance and repairs, who do you think is going to land the job?

Do you have any physical defects which preclude you from performing certain kinds of work? _____ If yes, describe such defects and specific work limitations: _____

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? _____ If yes, describe in full:

Person to be notified in case of accident or emergency

Phone number: _____ Name: _____

Relationship: _____ Address: _____

In the section above, TRUTH is the key. Tell the truth! You could justifiably be fired later if it is found that you have been untruthful on your application. A lie has a way of coming back to haunt you. Tell the truth but don't offer more information than you have to. If you feel you could be discriminated against because of these questions, you could write, "Will discuss at interview."

RECORD OF EDUCATION

Type of School	Name/Address	Years Attended	Year Left	Year Graduated	Major
Grammar/Grade					
High School					
College					
Post Graduate					
Business/Trade					
Other					

If you can't memorize your schools, addresses, and dates attended (and believe me, most people can't), take some time to gather all the information at home, write it down on that help paper, and take it with you. If you attended or are currently attending a career/technical high school or business school, or taking college, credits be sure to include that information. Under years attended put "currently attending" or "1991-present."

MILITARY SERVICE RECORD

Have you served in the armed forces? ___ Yes ___ No

If yes, what branch? _____

Dates of duty: From _____ to _____ Rank at discharge _____

List duties including special training and duty station:

In the section above, checking "NO" for the first question automatically voids the rest of the questions. You may wish to put a dash on the blank lines to avoid confusion.

REFERENCES

Name/Occupation	Address	Phone Number
1.		
2.		
3.		

The first rule of references is to always ask permission to use a person as a reference BEFORE you give his/her name and address. You want to be sure to pick people that will have good things to say about you. As a young person, DO NOT use classmates and friends as references. An employer would rather see teachers, doctors, co-workers from management positions, professionals, or even neighbors as references. This is another section that might require you to give the information ahead on your help sheet. Your references should be people you have known and that have known you at the very minimum a year, and much preferably two years or longer.

PRIOR WORK HISTORY (List in reverse chronological order, last or present employer first)

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

May we contact the employers listed above? _____

On your work history section, follow directions carefully. Have the information ready beforehand. Most applications will ask you to list from your present or most recent employer and go backwards. Give clear acceptable reasons for leaving. If you do not give permission for employers to be contacted, be ready to explain honestly your reasons.

Generally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use additional sheets to summarize any additional information necessary to describe your full qualifications.

The section above, although not found on every application, is often included and does make a big difference. Here you have an opportunity to give more personal information about why you're the best candidate for the job than was asked in the general application. Don't pass up this opportunity to push yourself. List your hobbies, skills, achievements, and outside interests. Make yourself sound as good as you are. Take your time and remember—the competition is not a race to finish the application—the competition is to make them want you via your application.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.

NOTE: It is permissible to include your resume when turning in an application.

PLEASE READ CAREFULLY**APPLICANTS CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Signature of Applicant

TELL THE TRUTH! If you lied about anything at all on the application, they now have just cause to fire you because you have signed this section of the application.

MODULE 37: STUDENT ACTIVITIES

***TO THE STUDENT:** Now it's your turn. The following four pages are an actual job application. Fill it out as if you were applying for a job. You may choose a hypothetical job at a hypothetical company that fits your interests. Then try the scholarship application that follows the job application.*

List your job and company that you would like to apply for here:

Job or

Position: _____

COMPANY: _____

Take your time and do a good thorough job. When you are finished, look back at Bucky's application. List at least ten things that poor old Bucky did wrong.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Best of luck to you when you go to fill out a real application!!!

APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

Date: _____

Name: _____ Social Security No.: _____

Present address: _____

Years lived at this address: _____ Telephone No. (_____) _____

Previous address: _____ How long: _____

If hired, what type of transportation will you use to get to work? _____

DO NOT ANSWER ANY QUESTIONS CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION. A check indicates that the requested information is needed for a bonafide occupational qualification, or other legally permissible reasons.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the following types of discrimination.

How old are you? _____ Date of birth: _____

Sex: M ___ F ___ Height: ___ ft. ___ in. Weight: _____ lbs.

Marital Status: (Check One) Single ___ Engaged ___ Separated ___
Divorced ___ Widowed ___

Number of dependents including yourself _____

Are you a U.S. citizen? _____

Position applied for: _____ Pay rate expected \$ _____

How did you learn of this opening? _____

Would you work _____ Full Time? _____ Part Time?

Days and hours if part time: _____

Were you previously employed by us? _____ If yes, when? _____

List any friends or relatives working for us:

What date would you be available to start? _____

List any other skills or qualifications you feel would especially qualify you for work with the company: _____

Do you have any physical defects which preclude you from performing certain kinds of work? _____ If yes, describe such defects and specific work limitations: _____

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? _____ If yes, describe in full: _____

Person to be notified in case of accident or emergency

Phone number: _____ Name: _____

Relationship: _____ Address: _____

RECORD OF EDUCATION

Type of School	Name/Address	Years Attended	Year Left	Year Graduated	Major
Grammar/Grade					
High School					
College					
Post Graduate					
Business/Trade					
Other					

MILITARY SERVICE RECORD

Have you served in the armed forces? ___ Yes ___ No

If yes, what branch? _____

Dates of duty: From _____ to _____ Rank at discharge _____

List duties including special training and duty station:

REFERENCES

Name/Occupation	Address	Phone Number
1.		
2.		
3.		

PRIOR WORK HISTORY (List in reverse chronological order, last or present employer first)

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

May we contact the employers listed above? _____

Generally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use additional sheets to summarize any additional information necessary to describe your full qualifications.

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.

PLEASE READ CAREFULLY

APPLICANTS CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

INTERVIEW? _____ YES _____ NO DATE: _____

Result of interview: _____

Acceptable for employment? _____ Start Date _____ Start Rate \$ _____

Pennsylvania Cooperative Education Association Scholarship Application

1.

<hr/>	<hr/>	<hr/>
Student Last Name	First Name	Middle Initial
<hr/>		
Home Address	City	State/Zip
<hr/>		
Date of Birth	<hr/> - <hr/> - <hr/>	
	Social Security Number	
<hr/>		
Parent/Guardian Name		

2.

<hr/>	<hr/>
Name of Present School	Address of School
<hr/>	
<hr/>	Phone <hr/>
Name of Teacher-Coordinator	FAX <hr/>
<hr/>	
<hr/>	Title <hr/>
Chief School Administrator	Phone <hr/>
	FAX <hr/>
<hr/>	
Address of Chief School Administrator	

3. Name and address of institution (listed in order of preference) for which scholarship application is being made and the SCHOLARSHIP AREA for which you are applying. (See Directory).
 - 1)

 - Name of Institution
 -
 - Address of Institution
 -
 - Scholarship Area

- 2) _____
Name of Institution
- _____
Address of Institution
- _____
Scholarship Area

On additional sheets, answer the following questions and attach to this application:

4. List offices held, committees served, honors won, participation, and other activities in your **Career & Technical Student Organization** or **Co-op Student Organization**.
5. Explain your current involvement in any other youth, social, civil, school, or church groups.
6. Name the training station and address, or any type of job held while enrolled in Cooperative Education, Co-op Work Based Tech Prep, or Registered Apprentice Program.
7. Explain your career objectives and ambitions.
8. Explain how your School-To-Work Program (Co-op Education, or Co-op work-based Tech Prep, Registered Apprenticeship) has assisted you in progressing toward your career objective.

If selected, I will assume any and all responsibilities for commuting to and from the designated school. I also certify that the information given on this application is correct to the best of my ability. Should I be awarded a scholarship, I agree to give strict attention to my studies and regulations of the school. (If I should fail to make satisfactory records in my course work, change my school affiliation, or willfully violate school regulations, I will lose all rights to ownership to the unused portion of the scholarship.)

Date

Signature of Applicant

Date

Signature of Parent/Guardian (Optional over 18)

The Pennsylvania Cooperative Education Association does not discriminate on the basis of sex, handicap, race, and national origin in its educational scholarship program or other activities as required by Title IX, Section 504, and Title VI. Upon selection of scholarship winner, all other personal records of applicants will be destroyed. If absenteeism is due to prolonged illness or accident, please include doctor's note stating specific dates and reason for absences.

MODULE 37: STANDARDS ADDRESSED IN THIS MODULE**Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- E. Evaluate prepared career acquisition documents based upon industry acceptable practices.
- Accuracy
 - Completeness
 - Neatness
 - Qualifications

Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

1.4.11. Types of Writing

- D. Maintain a written record of activities, course work, experience, honors and interests.

Secretary's Commission on Achieving Necessary Skills (SCANS)**PERSONAL QUALITIES**

Self-Management: Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; self-starter.